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ABSTRACT

Compiled by the Wisconsin Association of Academic Librarians' (WAAL) Education and Library Use Committee, the Test of Minimum Library Use Skills provides examples of questions which may be used to assess students' knowledge of the 13 minimum library use skills adapted by the WAAL membership in 1983. The 59 multiple choice questions that make up the test address the minimum skills to be acquired by all Wisconsin college students by the end of their sophomore year: (1) knowing the physical arrangement of materials and services; (2) knowing how to choose appropriate subject headings to research a topic; (3) locating resources by searching under author, title, or subject, in the card, online, COM (computer output microfiche), or book catalog; (4) interpreting the bibliographic information found; (5) using appropriate periodical indexes, abstracts, or subject bibliographies; (6) interpreting the information found in indexes; (7) interpreting the information found in the library's periodical records; (8) distinguishing citations to books from citations to periodicals, and recognizing citations to audiovisual materials and government documents; (9) compiling a basic bibliography; (10) understanding the library's call number system; (11) using basic reference sources including dictionaries, encyclopedias, yearbooks, almanacs, and statistical sources; (12) using microforms and other audiovisual materials and equipment; and (13) knowing when to consult a librarian. A bibliography and test answer key are included. (THC)

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MINIMUM LIBRARY USE SKILLS: STANDARDS TEST, AND BIBLIOGRAPHY

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COMPILED BY
1983, 1984 WAAL EDUCATION & LIBRARY
USE COMMITTEE

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Introduction

The Test of Minimum Library Use Skills provides examples of questions which may be used to assess students' knowledge of the thirteen minimum library use skills adapted by the WAAL membership in 1983. The test, as adapted to meet local needs, may be used as either a pre or post-test.

Although many of the skills and corresponding questions are applicable in all libraries, some questions must be changed to apply to a particular library. Sections which test library-specific knowledge are:

Knowing the physical arrangement of materials and services. (Questions 1-5)

Interpreting the information found in the library's periodical records. (Questions 35-38)

Additional questions may also be inserted to assess students' knowledge of Sears Subject headings and general indexes which are not covered in this sample test.

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Recommendations

of the

WAAL COMMITTEE ON EDUCATION IN LIBRARY USE

for

Minimum Library Use Skills

The WAAL Committee on Education in Library Use recommends that the following be adopted as standard, minimum skills to be acquired by all Wisconsin college students by the end of their sophomore year.

1. Knowing the physical arrangement of materials and services. (Location of reserve books, microforms, reference, branch libraries, etc.)

2. Knowing how to choose appropriate subject headings for researching a given topic.

3. Locating resources by searching under author, title or subject in the card, on-line, COM, or book catalog.

4. Interpreting the bibliographic information found in the card, on-line, COM, or book catalog.

5. Using appropriate periodical indexes, abstracts or subject bibliographies for a given topic.

6. Interpreting the information found in basic periodical indexes, abstracts or newspaper indexes.

7. Interpreting the information found in the library's periodical records.

8. Distinguishing citations to books from citations to periodicals, and recognizing citations to audio-visual materials, and government documents.

9. Compiling a basic bibliography.

10. Understanding the library's call number system enough to retrieve materials from the shelves.

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11. Using basic reference sources - Some examples:

    Subject dictionaries, encyclopedias and bibliographies
    Yearbooks, almanacs, annual reviews
    Statistical sources
    Biographical sources

12. Use of microforms and other audio-visual materials and equipment.

13. Knowing when to consult a librarian.

Additional, more comprehensive skills of increasing difficulty should be learned by the time of graduation, preparing the student to conduct independent research.

Test of Minimum Library Use Skills

Skill 1: KNOWING THE PHYSICAL ARRANGEMENT OF MATERIALS AND SERVICES

(By their very nature these questions must be library specific. In addition to the suggested questions given below some libraries may choose to add questions regarding other library service points such as Interlibrary Loans or Reserves.)

1. The reference desk is a place to
   A. check out materials.
   B. ask a librarian for help.
   C. register a complaint.
   D. get photocopies of articles that your classroom teacher placed in the library.

2. Newspapers on microfilm are shelved.
   A. on first floor.
   B. on second floor.
   C. on third floor.
   D. on fourth floor.

3. The books and media in the library are shelved by
   A. author.
   B. Dewey Decimal classification scheme.
   C. Library of Congress classificaton scheme.
   D. title.

4. To view a film in the library you should go to
   A. the public equipment area.
   B. the audiovisual center.
   C. the preview room.
   D. the film center.

5. The place in the library where materials are charged out and returned is called the
   A. Circulation Desk.
   B. Reference Desk.
   C. Information Desk.
   D. Stacks area.

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Skill 2: KNOWING HOW TO CHOOSE APPROPRIATE SUBJECT HEADINGS FOR RESEARCHING A GIVEN TOPIC.

6. The work, Library of Congress Subject Headings
   A. helps you choose subject terms to use in the public catalog.
   B. lists only subject headings used in our library's public catalog.
   C. does not identify subjects related to your topic.
   D. lists books in our library by subject.

Using this sample entry from Library of Congress Subject Headings answer questions 7-9.

Table tennis (Indirect) (GV1005)
sa Table tennis player
x Ping-pong
xx Racket games
Tennis
-- Rules
Table-top photography
See Photography, Table-top

7. If you wanted materials on table-top photography you would look in the public catalog under the subject heading:
   A. See Photography, Table-top.
   B. Table-top photography.
   C. Photography, Table-top.
   D. Photography.

8. If you wanted books on ping-pong, which subject heading would you use first in the public catalog?
   A. Ping-pong.
   B. Rules.
   C. Tennis.
   D. Table tennis.

9. Related books on ping-pong might be found under the following headings:
   A. Ping-pong, Table Tennis, Racket Games.
   B. Table tennis players, racket games, tennis.
   C. Rules, Racket games, Table-tennis players.
   D. Table tennis players, Ping-pong, Racket games.

Skill 3: LOCATING RESOURCES BY SEARCHING UNDER TITLE, AUTHOR OR SUBJECT IN THE CARD, ON-LINE, COM OR BOOK CATALOG

Using this sample catalog card to answer questions 10-12.

(A) ORATORY - COMPETITIONS
PN (B) Buehler, Ezra Christian, 1894-
4121 (C) Building the contest oration, by E.C. Buehler
B77 and Richard L. Johannesen. New York, H.W. Wilson, 1965.

202p. 19cm.
(D) "Selected sources on the American Constitution": p. 196-197.

1. Elocution. 2. Oratory--Competitions. I. Johannesen, Richard L., joint author. II. Title.

PN4121.B779 808.5 65-11203

10. The title of the item identified on the card shown is given in the section labeled:
A. B. C. D.

11. The author of the item identified on the card shown above is given in the section labeled:
A. B. C. D.

12. The subject heading this card would be filed under in the card catalog is given in the section labeled:
A. B. C. D.

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Skill 4: INTERPRETING THE BIBLIOGRAPHIC INFORMATION FOUND IN THE CARD, ON-LINE, COM OR BOOK CATALOG.

Using this sample catalog card answer questions 13-16.

(A)
BF 108 U5M4 Meyer, Donald B.
The positive thinkers, a study of the American quest for health, wealth and personal power from Mary Baker Eddy to Norman Vincent Peale, by Donald Meyer. 1st ed.
(B) Garden City, NY, Doubleday, 1965.
(C) 358p. 22 cm.
Bibliographical references included in "Notes" (p. 336--350)

(D) 1. Psychology History--US 2. Psychology, Applied History 3. Success 4. Faith-cure I. Title.

BF108.U5M4 131.3 65-12056

13. The call number for this item is given in the section labeled:
A. B. C. D.

14. The publisher of this item is given in the section labeled:
A. B. C. D.

15. The number of pages for this item is given in the section labeled:
A. B. C. D.

16. The subject headings for this item are listed in the section labeled:
A. B. C. D.

Skill 5: USING APPROPRIATE PERIODICAL INDEXES, ABSTRACTS OR SUBJECT BIBLIOGRAPHIES FOR A GIVEN TOPIC.

17. An abstract is
A. a summary of the key concepts of an article or book.
B. a list of related articles or books.
C. a general introduction to a topic.
D. a list of related subjects and sources.

18. To find a list of books and other materials on you subject, you would consult a/an:
A. dictionary.
B. encyclopedia article.
C. bibliography.
D. appendix.

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19. To find the most current information on your topic you would consult:
    A. rare books.
    B. periodical articles.
    C. encyclopedia articles.
    D. bibliographies.

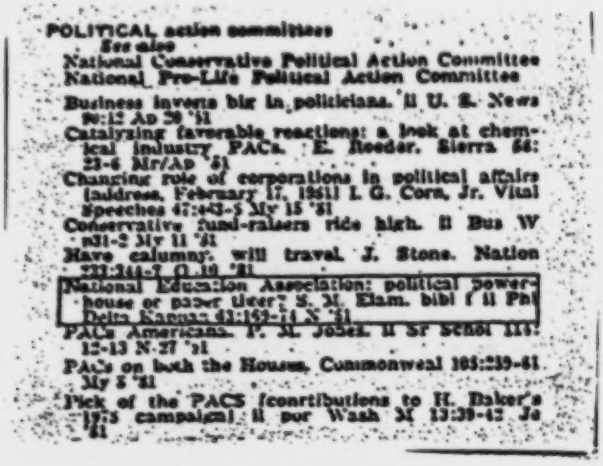
20. Entries in periodical indexes are usually arranged by the:
    A. author of the article.
    B. title of the article.
    C. title of the periodical.
    D. subject of the article.

21. Periodical indexes can be both general and subject specific. To find the <u>most</u> information about elementary teachers you would consult:
    A. <u>Reader's Guide to Periodical Literatures</u>.
    B. <u>Education Index</u>.
    C. <u>Business Index</u>.
    D. <u>Social Sciences Index</u>.

22. You would consult an abstract of an article
    A. to find out more about that article.
    B. when the library does not have a copy of the article.
    C. to determine if you need to read the entire article.
    D. all of the above.
    E. none of the above.

Skill 6: INTERPRETING INFORMATION FOUND IN BASIC PERIODICAL AND NEWSPAPER INDEXES:

<u>Using this sample from the Reader's Guide to Periodical Literature, answer questions 23-29.</u>



POLITICAL action committees
See also
National Conservative Political Action Committee
National Pro-Life Political Action Committee
Business invests big in politicians. il U. S. News 90:12 Ap 20 '81
Catalyzing favorable reactions: a look at chemical industry PACs. E. Roeder. Sierra 66: 23-6 Mr/Ap '81
Changing role of corporations in political affairs [address, February 17, 1981] L. G. Cora, Jr. Vital Speeches 47:443-5 My 15 '81
Conservative fund-raisers ride high. il Bus W p31-2 My 11 '81
Have calumny, will travel. J. Stone. Nation 232:244-7 O 10 '81
National Education Association: political powerhouse or paper tiger? S. M. Elam. bibl f il Phi Delta Kappan 62:152-14 N '81
PACs Americans. F. M. Jones. il Sr Scholastic 119: 12-13 N 27 '81
PACs on both the Houses. Commonweal 108:239-41 My 8 '81
Pick of the PACS [contributions to H. Baker's 1979 campaign] il por Wash M 13:39-42 Je '81

23. How many periodical articles are listed under the subject heading "Political action committees"?
    A. 11 B. 2 C. 13 D. 9

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24. Which of the following list <u>all</u> of the additional subject headings in the <u>Reader's Guide</u> that are relevant to this topic?
    A. PACs, National Conservatives Political Action Committee.
    B. The PACs Conservative fund-raisers, National Pro-Life Political Action Committee.
    C. National Conservation Political Action Committee, National Pro-Life Action Committee.
    D. all of the above.
    E. none of the above.

25. The name of the periodical for the circled article is:
    A. Delta Kappan.
    B. Phi.
    C. National Education Association.
    D. Phi Delta Kappan.

26. The volume number of the periodical for the circled article is:
    A. 169.
    B. 63.
    C. 174.
    D. 81.

27. The circled article is how many pages long?
    A. 5 B. 63 C. 169 D. 12

28. The abbreviation "bibl" stands for:
    A. bibliophile.
    B. biography.
    C. bibliography.
    D. bibliotherapy.

29. Where can you find out the full title of the periodical in the last article, abbreviated as Wash M?
    A. the card catalog.
    B. the key to the abbreviations in the front of the index.
    C. in the list of periodicals owned by this library.
    D. on the second floor.

<u>Using the following sample from the New York Times Index, answer questions 30-34.</u>

A. —— **SUPREME Court (US).** Notes Cox material is covered here along with cross references to all decisions, and cases accepted and refused. For additional material on specific cases, see subjects of cases and personal names
Supreme Court Clerk Michael Rodak Jr retires; is succeeded by Alexander Stevas (S), Ja 19,III,23:4

B. C. D.

30. The subject heading is
    A. B. C. D.

31. The page on which the article appears is
    A. B. C. D.

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32. The (S) stands for
    A. short.
    B. substantial.
    C. superfluous.
    D. second edition.

33. The section number in which the article appears is
    A. B. C. D.

34. The date the article appeared is
    A. B. C. D.

Skill 7: INTERPRETING THE INFORMATION FOUND IN THE LIBRARY'S PERIODICAL RECORDS:

(These questions refer to a Library's periodical records and must be adapted to meet the needs of the individual library)

Use the following sample from the library's serials list to answer questions 35-38.

SPORTS ILLUSTRATED. V.1-, Aug.16, 1954- (Chicago Times)
ISSUED WEEKLY.

MEMORIAL. CALL NUMBER--PER. GV 561 .S733
1978- v. 48, no. 6-0,16,20-21, 23,27, v. 49, no. 2,4,11, 24-25, v. 50, no. 3,6,8,10,11,14,19-21,23,25-26, v. 51, no. 2-3,8-14,17-18,22,25,26, v. 52-

MICROFILM. MFL. S-272
1974- v. 40-

35. Sports Illustrated is contained in:
    A. Memorial Library.
    B. Science Library.
    C. Memorial & Science Libraries.
    D. Neither Library.

36. The call number of the bound & current issues starts with:
    A. GV.
    B. 561.
    C. v. 48.
    D. 1978.

37. The Library has Sports Illustrated on microfilm beginning in:
    A. 1974.
    B. 1978.
    C. 1954.
    D. 1953.

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38. If you were looking for an issue that was part of volume 47, would you find it:
    A. with the regular bound issues.
    B. on microfiche and with the regular bound issues.
    C. on microfilm only.
    D. not owned by our library at all.

Skill 8: DISTINGUISHING CITATIONS TO BOOKS FROM CITATIONS TO PERIODICALS, AND RECOGNIZING CITATIONS TO AUDIO-VISUAL MATERIALS AND GOVERNMENT DOCUMENTS.

Using the following sample from Biography Index, answer questions 39-40.

MARX, Karl, 1818-1883, German political philosopher

1 Barker, John. Superhistorians. Scribner '82 p 176-208 bibl

2 Damico, A. J. Dewey and Marx: on partisanship and the reconstruction of society. bibl Am Pol Sci R 75:654-66 S '81

3 Felix, David. Marx as politician. Southern Ill. Univ. Press '83 306p bibl por

4 Karl Marx remembered: comments at the time of his death, 100th ann. ed. 1883-1983; ed. by Philip S. Foner. Synthesis '83 295p bibl facsim

5 Karl Marx's love child. il Newsweek 101:28 Mr 28 '83

6 Longuet, Jenny Marx and others. Daughters of Karl Marx; family correspondence, 1866-1898; comm. and notes by Olga Meier; tr. and adapted by Faith Evans; introd. by Sheila Rowbotham. Harcourt Brace Jovanovich '82 342p il pors

39. Which of the following entry numbers are for periodical articles about Karl Marx?
    A. 1 B. 2 C. 3 D. 4 E. 5 F. 6

40. Which of the following entry numbers are for books or part of books about Marx?
    A. 1 B. 2 C. 3 D. 4 E. 5 F. 6

Skill 9: COMPILING A BASIC BIBLIOGRAPHY

41. That part of a paper, article or book which lists the sources consulted is called:
    A. endnotes or footnotes.
    B. biography.
    C. Table of contents.
    D. bibliography.

Using the following sample citations, answer questions 42-47.

A. Jones, Reginald L. ed. Mainstreaming and the minority child Reston, VA: Council on Exceptional Children, 1976.

B. Hall, Nancy A. Rescue: A handbook of remedial reading (The Spice series) Stevensville, MI: Educational Services, 1969.

C. Smith, Richard and Neisworth, John The exceptional child: A functional approach. New York: McGraw-Hill 1975.

D. Readings in mainstreaming Gulford Ct: Special Learning Corp., 1981.

E. Martin, Edward "Some thoughts on mainstreaming" Exceptional Children 41:3 (November 1974): 150-153.

42. The correct format for entering an item whose author is unknown is example:
A. B. C. D. E.

43. The correct format for a title in a series is example:
A. B. C. D. E.

44. The correct format for a periodical article is example:
A. B. C. D. E.

45. The correct format for a book written by two authors is:
A. B. C. D. E.

46. The correct format for a edited title is:
A. B. C. D. E.

47. The periodical article is written by:
A. John Neisworth.
B. Reginald L. Jones.
C. Nancy Hall.
D. Edward Martin.
E. The author is unknown.

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Skill 10: UNDERSTANDING THE LIBRARY'S CALL NUMBER SYSTEM ENOUGH TO RETRIEVE MATERIALS FROM THE SHELVES.

(Individual libraries may wish to add questions referring to specific library location symbols, i.e. REF, RARE BOOKS)

Using these samples call numbers, answer questions 48-49.

LIBRARY OF CONGRESS CLASSIFICATION SCHEME

A.	B.	C.	D.	E.	F.
P	P	PB	PC	PE	PE
29	29	41	1640	1625	1625
.C25	.L891	.299M6	.C33	.A54	.C43

---

48. A book with the call number PE 1625 .C29 would be placed on the shelf
    A. between C and D.
    B. between D and E.
    C. between E and F.
    D. after F.

49. A book with the call number PC 3295 .495 would be placed on the shelf
    A. between A and B.
    B. between B and C.
    C. between C and D.
    D. between D and E.

Using these sample call numbers, answer questions 50-51.

DEWEY DECIMAL CLASSIFICATION SYSTEM

A.	B.	C.	D.	E.	F.
746.1	746.3	748.29	750	751.2	757.2
B46	F13	N25	C6	W51	Y7

---

50. A book with the call number 750.1 B42 would be placed on the shelf
    A. between C and D.
    B. between D and E.
    C. between E and F.
    D. after F.

51. A book with the call number 747 T95 would be placed on the shelf
    A. between A and B.
    B. between B and C.
    C. between C and D.
    D. between D and E.

Skill 11: INTERPRETING THE BIBLIOGRAPHIC INFORMATION FOUND IN THE CARD, ON-LINE, COM OR BOOK CATALOG.

52. To find general information on a topic with which you are not familiar, consult a/an
    A. encyclopedia.
    B. dictionary.
    C. reader's guide.
    D. almanac.

53. To find a book on the life of Ernest Hemingway, you would look:
    A. under his name in the author/title catalog.
    B. in a biography of American authors.
    C. in a periodical index.
    D. under his name in the subject catalog.

54. Population data, numbers of accidents, crime rates, the cost of living, industrial data, etc., are all examples of:
    A. almanacs.
    B. statistics.
    C. atlases.
    D. periodicals.

55. A collection of useful facts, statistics, records, etc. published on a regular basis in the one volume is called a/an:
    A. encyclopedia.
    B. dictionary.
    C. directory.
    D. almanac.

56. A list of related books, articles, etc., found either as a separately published list or at the end of an article or book is called a/an:
    A. biography.
    B. glossary.
    C. bibliography.
    D. appendix.

Skill 12: USE OF MICROFORMS AND OTHER AUDIO VISUALS MATERIALS AND EQUIPMENT.

(In addition to the sample questions individual libraries may wish to include questions in this section on how to locate specific types of media in their library.)

57. The term microforms refers to:
    A. a film bearing a reduction of printed or other graphic matter.
    B. a type of rust.
    C. books with extremely small print.
    D. slides to use with a microscope.

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58. In a library the word hardware means:
    A. films, filmstrips and other audiovisual materials.
    B. the shelves and other furnishings of the library.
    C. material designed for advanced graduate students.
    D. the equipment on which audio-visual material is played or projected.

Skill 13: CONSULTING A LIBRARIAN.

59. You should consult a librarian when:
    A. you don't know where to start looking for information.
    B. you need additional information on a subject.
    C. you want to make certain you have used the best reference source.
    D. you need help in using library materials.
    E. all of the above.

Evaluating Library Competency:

A Selective Bibliography

1982-1983

Evaluating Bibliographic Instruction: a handbook. Chicago: ALA, ACRL Bibliographic Instruction Section, 1983.

Chapters on aspects of the evaluation of library instruction programs provide an introduction to issues such as the uses of evaluation, data-gathering instruments and research designs for bibliographic instruction. An annotated bibliography of further readings is appended.

Currie, Margaret Evaluating the relationship between library skills and library instruction. Canadian Library Journal, 39; 35-37.

A descriptive study investigated the factors influencing the impact of library instruction on library skills. The study supported the assumption that library instruction for compulsory library assignments had a significant impact.

Downing, Arthur Evaluating bibliographic instruction. New Jersey Libraries 15: 18-21.

An examination of published reports of bibliographic instruction programs found that opinionaires, homemade tests and worksheets are the most popular methods of evaluation. These methods are oten used in conjunction with one another.

Dykeman, Amy & King, Barbara Term paper analysis: a proposal for evaluating bibliographic instruction. Research Strategies, 1 (1): 14-21.

Papers of experimental and control group are evaluated to assess the impact of writing and library skills instruction. The papers from the experimental group were more relevant to the course content.

Selegan, John C; Thomas, Martha L., and Richman, Marie L. Long-range effectiveness of library insttruction. College & Research Libraries 44; 6; 476-480.

Reports on a study to assess the impact of a library skills course on academic performance. Results show that students who complete the course have higher grade point averages. Study also resulted in the development of an objective measure of the effectiveness of library use instruction.

Sugranes, Maria R. and Neal, James A. Evaluation of a self-paced bibliographic instruction course. College & Research Libraries 44: 6, 444-457

Evaluation procedures for a self paced credit course in library skills are described. A post-test is included in the evaluation procedures.

Test of Minimum Library Use Skills

Answer Key

1. B.	21. B.	41. D.
2. (library specific)	22. D.	42. D.
3. (library specific)	23. D.	43. B.
4. (library specific)	24. E.	44. E.
5. A.	25. D.	45. C.
6. A.	26. B.	46. A.
7. C.	27. A.	47. D.
8. D.	28. C.	48. C.
9. B.	29. B.	49. D.
10. C.	30. A.	50. B.
11. B.	31. D.	51. B.
12. A.	32. D.	52. A.
13. A.	33. C.	53. D.
14. B.	34. B	54. B.
15. C.	35. A.	55. D.
16. D.	36. A.	56. C.
17. A.	37. A.	57. A.
18. C.	38. C.	58. D.
19. B.	39. A, B, E	59. E.
20. D.	40. C, D, F	